



Federal Asian Pacific American Council (FAPAC)

FAPAC 2016 CIVILIAN AWARDS

The Federal Asian Pacific American Council (FAPAC) is soliciting nominations for the FAPAC 2016 Outstanding Civilian Individual Awards from Federal agencies and the District of Columbia government. The base period of performance shall be the period October 1, 2014 to September 30, 2015 or Calendar Year of 2015.

The awards will be given out at the 31st National Training Program to be held from May 9-13, 2016 at the Doubletree by Hilton at the Entrance to Universal Studio Orlando, Orlando, Florida. The purpose of this award is to recognize individuals who have made significant contributions to the advancement of Asian Americans and Pacific Islanders (APIs) and the promotion of diversity and inclusion among the Federal and District of Columbia Government work force and the API communities.

The Award Categories are:

- 1) **Outstanding Individual Leadership:** Individual who has shown bold leadership and innovative ways in promoting Equal Employment Opportunity (EEO), Affirmative Action and Diversity.
- 2) **Excellence in Individual Achievement:** Individual who has shown the greatest contribution toward the API representation at all levels as compared to the total API population as a whole.
- 3) **Diversity Excellence:** Individual who has shown a remarkable contribution towards diversity and inclusion through collaboration and against all odds.

Please send nominations package in pdf format to Awards@fapac.org.

The selection criteria set forth in the nomination form will be used by panel of judges in evaluating the nomination.

Nomination package from a submitting Agency official must:

1. Ensure that complete information be provided for Nominee and the Nominating Official (see submission form attached).
2. Ensure that his/her Nominating Official follow the selection criteria guidelines that best fit the Nominee for consideration as described below.
3. Ensure that the Letter of Nomination by the Nominating Official does not exceed two (2) pages (single-spaced, 12 font size) that highlights and specifies the achievements related to Nominee for award consideration. The Nominee's curriculum vitae (CV) or resume may be attached to supplement the Nominating Official's submission. Also, include a short 200 words biography of the nominee and a digital head and shoulders color or black-and-white photograph of nominee (.jpg or .gif format).
4. Ensure that all documents and nominations be submitted by the Nominating Official NO LATER THAN **February 29, 2016**.

The Nominating Official must ensure that each agency is limited to one civilian nominee in each category and one nominee in each grade cluster: Grade 1-12, Grade 13-15, and SES.

A panel of judges will make the selection and notify individuals and nominating offices. Each awardee will receive a formal invitation to attend the award ceremony and one complimentary companion banquet ticket. Additional tickets may be purchased. FAPAC does not cover travel expenses of the awardees.

Questions in regards to the awards can be directed to Liqun Wong at Awards@fapac.org.

Enclosures



FAPAC 2016 Civilian Awards Nomination Form

Please choose one category

☐ **Outstanding Individual Leadership** ☐ **Excellence in Individual Achievement** ☐ **Diversity Excellence**

Nominee Information:

Name of Nominee	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	

Nominating Official Information:

Name of Nominating Official	
Position/Title	
Grade	
Department/Agency	
Mailing Address	
Work Phone Number	
Fax	
Email	
Signature of Nominating Official	

Civilian Awards Evaluation Factors (please provide supporting narrative)

Assist the government in recruiting, promoting, establishing, and maintaining an effective and equitable participation of AAPIs in the workforce	
Promote recognition of AAPI's competencies, overall awareness of the impact of AAPIs' cultures, contributions, work ethics, and behavior related to the government employment	
Promote, initiate, lead and encourage employees to participate in program activities that will benefit the career training, career development and advancement of AAPIs in the workforce Promote a better understanding among AAPIs and non-AAPIs in the workplace and resolve problems of equity for the AAPIs including EEO. Establish and maintain channels of communication and goodwill between AAPIs and other members of the workforce	
Organize program activities that advocate equal opportunity for AAPIs in the Federal and District of Columbia government	
Achieve personal goals in displaying exceptional leadership qualities that will inspire others to follow	
Advocate for civil rights, diversity and equal opportunity within their particular department or agency	